



CITY OF WATERTOWN, NEW YORK

Special Use Permit Application

I. Applicant Information

Name:

Mailing Address:

II. Property Information

Address:

Tax Parcel # :

Property Owner (if not applicant):

If applicant is not owner, does applicant have a signed purchase agreement ☐ Yes ☐ No

Zoning District:

Attachments Required:

8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line

A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"= 30').

Completed Part I of an Environmental Assessment Form (SEQR)

III. Request Information

Proposed Use:

Explain Proposal:

Use additional 8 1/2" x 11" sheets as needed.

I certify that the information provided above is true to the best of my knowledge.

Signature: _____ Date: _____

SPECIAL USE PERMITS

What It Is - A “Special Use Permit” is a special authorization by City Council vote of a particular land use subject to requirements imposed by the Zoning Ordinance. The purpose of the permit is to assure that the proposed use is in harmony with the Zoning Ordinance and regulations and will not adversely affect the neighborhood.

What The Process Is - The procedure for special use permits follows Section 27-b of the General City Law, the City Zoning Ordinance, 6 NYCRR Part 617 (SEQRA Regulations) and General Municipal Law Section 239. Special use permits are Subject to approval by the City Council after a recommendation by the City Planning Board.

What To Submit - One (1) “Special Use Permit Application” form; completely filled in. Be sure all requirements listed under *II. Property Information* on that form are provided. A non-refundable \$100.00 check, made payable to the City of Watertown, New York is also required.

Where To Submit - Special use permit applications, in complete form, shall be submitted to the City Engineer, 245 Washington Street, Watertown, NY 13601, at least two (2) weeks prior to the next scheduled Planning Board Meeting in order to be on that meeting’s agenda.

Public Hearing Required - The City Council will conduct a public hearing within sixty-two days from the day an application is received.

Posting Notice on Property - The applicant shall post a sign provided by the Planning Department on the parcel to be affected by the proposal for a period of at least 2 weeks before the public hearing. The applicant shall submit an affidavit to the City Council stating that this requirement has been met.

Decision Deadline - The City Council will decide upon the application within sixty-two days after the hearing. The time may be extended by mutual consent. The decision of the City Council shall be filed in the office of the City Clerk within five days after such decision is rendered, and a copy thereof will be mailed to the applicant.

SEQRA - The City Council will comply with the provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and the regulations contained therein.

County Planning Board Review - Those applications that involve General Municipal Law Section 239, will be referred to the County Planning Board for review. A recommendation from that board is required before the City Council can take action.

Conditions - The City Council may impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed Special Use Permit. Such conditions must be met in connection with the issuance of any permits by the City Engineer, Code Enforcement Bureau or any other officer of the City.

Expiration – A Special Use Permit shall expire one year from the date it was granted by the City Council if the involved property has not been used for the approved use. A special use permit shall also expire immediately upon the cessation of the approved use on the involved property.

